G.B.S. 59]

(17)

GENERAL AND REVENUE SECRETARIAT.

1907

(Gen Insi.)

File No. 236/07

Serial Nos. 527

Papers Filed.

Month July 08.

SUBJECT.

Revision of the menial establishments attached to H.Q. Offices —

PREVIOUS REFERENCES.	LATER REFERENCES.
	G. F. 16-13 & 21836 May 08

GENERAL AND REVENUE SECRETARIAT

( )

NOTES.

G. Gen File. No. 236 of 07

FILE HEADING.

Revision of the medical establishment attached to Head Quarters office

From

The Sy. Regr. Chief Commr.

No. 10.0. Dated 1.7.08 Received 1.7.08

Diary No. 240 of 08-9. Enclos. - Spare Copies. - Serial No. 5

BRIEF ABSTRACT OF LETTER.

Requests to be informed of the date from which G.O. no. G. 6620-45 / Gen 236-07-1. dt 13-5-08 is to take effect.

NOTES AND ORDERS.

The orders on the question raised by the Comptr. may be awaited. It appears that the pay bills for June of the offices concerned have been returned by the Comptr. unaudited.

Recd. 2/7/08 2 P.M.

1.7.08

V.S. Will. Where is the G.O referred to? Please put up the G.O. 2/7/08

NOTES—First sheet.

GPB—30,000—20-3-06.

G.M. 236 - 07 - 5

3-30 pm

Chief Court

D. 24 1st July 08

Sir, Govt order no G6620-45-G.M. 236-07-1 of 13th may 1908, further reducing the menial establishment of this office, is silent as to the day from which it has to be given effect to.

May I request

Proceedings of the Government of His Highness

the Maharaja of Mysore.

Read:-

Government Proceedings No.G.6620-45/G.M.236-07-1 dated 13th May 1908 passing orders regarding the revision of the menial establishments attached to the several Head Quarter Offices excepting the Revenue and General Secretariat.

2. Letter No.7133/Group 1-2631 dated 29th June 1908 from the Comptroller requesting orders as to the date up to which his office may admit the charges incurred by Heads of offices in accordance with the old scale.

Order thereon No Fl. 23-53 / Gen 236-07-6

Dated Bangalore, 2nd July 1908.

Government are pleased to direct that the revisions ordered in their Proceedings of the 13th May 1908 be given effect to in a gradual manner so as not to cause hardship to men already in service either permanently or acting from more than one year prior to the date of the order; the revised scale being brought into force by retiring old and inefficient men -- as soon as possible and by absorbing vacancies which may occur hereafter.

2. With the above modification the order read above is hereby confirmed.

C.A. Balasundaram
For Secretary to Govt.

To

The Comptroller, Mysore Govt.

Heads of other Departments and officers concerned.

scs

2/7

Proceedings of the Government of His Highness the Maharaja of Mysore.

READ—

Government Order No. G. 5442-3—G. M. 53-05-36, dated 7th May 1906, requesting the Retrenchment Committee to submit recommendations regarding the reduction of the menial establishments of Head-Quarter offices.

2. Memorandum of the Committee dated 27th July 1907, submitting proposals on the subject.

No. G. 6620-45—G. M. 236-07-1, DATED BANGALORE, 13th MAY 1908.

ORDER THEREON.—It having been brought to the notice of Government that the present strength of menial establishments of offices in Mysore is more than is absolutely required for the efficiency and despatch of Government work, the Retrenchment Committee was requested to scrutinize the necessity of the existing staff in all the Head-Quarter offices.

2. After obtaining the opinions of the several Head-Quarter officers concerned, generally adverse to any reduction of the establishment, the Committee have, in accordance with the general principles formulated by them, carefully tested the adequacy or excessiveness of the establishment attached to the undermentioned 24 offices and made certain recommendations resulting in an annual saving of Rs. 3,500. While agreeing with the officers generally that very large reductions are not feasible in the interest of efficiency and the despatch of Government work, they consider that there should be some uniformity in regulating the menial staff of the Head-Quarter offices, and that the tendency to any avoidable increase in the number of peons should be put a stop to :—

1. Military Assistant.
2. Railway Secretariat.
3. Public Works Secretariat.
4. Muzrai Secretariat.
5. State Geologist.
6. Superintending Engineers.
7. Inspector-General of Education.
8. Do Prisons.
9. Do Registration.
10. Do Police.
11. Superintendent, Government Museum.
12. Do Government Gardens.
13. Do Revenue Survey.
14. Do Inams.
15. Conservator of Forests.
16. Chief Court.
17. Comptroller.
18. Do P. W. & Railway Accounts.
19. Chief Commandant.
20. Senior Surgeon and Sanitary Commissioner.
21. Excise Commissioner.
22. Revenue Commissioner.
23. Medical Officer, Victoria Hospital.
24. Private Secretary and Assistant Private Secretary to His Highness the Maharaja.

3. In determining the strength of menial establishment necessary for each office, the Committee have adopted the following principles which commend themselves to Government :—

i. As a rule orderlies are to be allowed to a Gazetted Officer for attendance on him in office, and such officer may, solely with a view to facilitate disposal of Government work, be permitted to detach a certain number according to requirements for duty at his residence.

ii. In the case of Heads of offices and Departments including Secretaries to Government who may be generally required to attend to Government work or receive visitors on official business at their residences, a distinction between office and home orderlies may be made, and the number of the latter fixed on a consideration of the rank and position of the officer and the nature and quantity of work to be done by him out of office.

iii. For office establishments the scale suggested by Mr. Basu in his letter No. 2796—B. R. 50, dated 15th November 1906, *viz.*, one peon for a batch of 8 or 10 clerks or more (according to the nature of the work) located in the same place, with some provision for the despatch section, may be adopted, and no home orderlies are generaly to be allowed to managers or other officials of correspoding status.

iv. The number of menials other than orderlies *e. g.*, lascars, dufterbunds, sweepers, office guards etc., should be regulated with reference to the reasonable requirements of each office, the duties of sweeper and watchman being required to be performed generally by the same person or persons in the offices where the pay of these men is not met out of contingencies.

v. In regard to pay, the following considerations may be generally kept in view :—

(a) The pay of a jamadar should not be less than Rs. 12 or more than Rs. 15. Accordingly in all offices where it is more than the proposed maximum the excess will be treated as personal allowance so as not to affect the present incumbents.

(b) The dafadar's pay may vary from Rs. 10 to Rs. 14, and such a one should as a rule be appointed only when the menial establishment consists of half a dozen peons or more.

(c) The pay of a mutchi may vary between Rs. 10 and 12 and that of a mutchi and book-binder between Rs. 12 and 18.

4. On these considerations and on a comparison of the scale in British Indian Offices as far as possible, the Committee have considered the reasonable requirements of each Head-Quarter office and they recommend a total reduction of the menial staff in all the Head-Quarter offices (except the General and Revenue Secretariat which has been disposed of in a separate order) by 36 hands with a net annual saving of Rs. 3,500 approximately.

Reductions are proposed in the following eleven offices :—

1. Railway Secretariat.
2. Two Superintending Engineers.
3. Conservator of Forests.
4. Excise Commissioner.
5. Inspector-General of Registration.
6. Chief Court.
7. Muzrai Secretariat.
8. Superintendent of Inams.
9. Chief Commandant.
10. Inspector-General of Police.
11. Revenue Commissioner.

A slight re-distribution of pay is recommended in the offices of the Military Assistant, the Chief Engineer and the Comptroller (Civil), while the establishments of the Inspector-General of Education and the Senior Surgeon are proposed to be slightly strengthened. The menial establishments of other offices are reported to call for no change.

5. Government consider that the scale proposed by the Committee for the several offices is suitable and they are accordingly pleased to approve of the Committee's recommendations with the following modifications :—

(1) Muzrai Secretariat.—To the scale proposed by the Committee a dufterband will be added as the post was sanctioned in Government Order No. Fl. 142-3—G. F. 440-06-2, dated 11th June 1907. The menial staff now sanctioned for this office *viz.*, one mutchi, one dufterband, one duffedar, and eight peons will be subject to revision if and when the separate Muzrai Secretariat is abolished.

(2) Superintending Engineers.—As the question of the abolition of these offices is pending consideration, Government deem it unnecessary to revise the scale of the menial establishment of these offices at present.

(3) Chief Engineer's Office.—The Committee propose slight reductions in the pay of the jamadar, dafadar and head peon of this office, but as these reductions have, it is reported, already been effected, no change in the existing establishment is called for.

(4) The Inspector-General of Education.—The revision of the menial establishment sanctioned temporarily in Government Order No. 11233-4—Edn. 363-06-2, dated 30th May 1907, agrees closely with that proposed by the Committee and the existing sanctioned scale may therefore be confirmed; a dufterband on Rs. 8 per mensem being added to the establishment as recommended by the Committee. There will be an increase of cost of Rs. 8 per mensem in the establishment of this office.

General (Miscellaneous), dated 13th May 1908.

6. Government observe that the Revenue Commissioner, the Inspector-General of Police and the Senior Surgeon have proposed large additions to the menial establishments of their offices and the Committee have in making their recommendations very carefully considered the requirements of these offices.

(a) The Senior Surgeon has asked for the number of peons being increased by two for his Personal Assistant in the Administrative Branch and also proposes increases to the pay of certain peons as follows :—

Present.		*Proposed.*	
	Rs.		Rs.
Dafadar	9	Dafadar	12
Do	8	Do	10
2 Peons	7 each.	2 Peons	8 each
4 Do	6 „	6 Do	7 „
2 Do (to the Sanitary Assistant)	7 „	2 Do (to the Sanitary Assistant)	7 „
10	69	12	94

Seeing that an attender and a mutchi have been added to the menial establishment, the Committee, agreeing with the Senior Surgeon's Office revision, Committee recommend the following staff at an increased cost of Rs. 10 per mensem.

	Rs.
1 Dafadar	10
2 Peons	8 each
3 Peons *	7 „
3 Do	6 „

* excluding the two peons transferred to the Health Department.

Government consider that this staff will be adequate.

(b) The Inspector-General of Police.—The menial staff of this office consists of 1 mutchi, 1 dafadar and 6 peons with 16 constables detached from districts for duty in the Head office. In his letter No. 6366—707, dated the 25th May 1906, the Inspector-General of Police represented to Government that the menial staff of 8 sanctioned for his office was quite inadequate and that as the practice of utilizing the services of district constables was irregular his office staff might be sufficiently strengthened. On the analogy of the menial staff allowed to the offices of the Conservator of Forests and the Excise and Revenue Commissioners, he proposed an increase of 11 hands as follows :—

	Rs.		Rs.
1 Mutchi and book-binder	12	6 Peons	7 each
1 Jamadar	12	2 Do	6 „
1 Dafadar	10	2 Lascars	8 „
2 Peons	9 each	—	—
4 Do	8 „	19	154

In a subsequent communication, the Inspector-General of Police has for some reasons practically withdrawn his original proposition of dispensing with the services of 16 constables and of increasing the menial establishment of his office.

Government agree with the Committee in thinking that the employment of district constables for orderly duty at the Head office unnecessarily swells the strength of the Police force and is not desirable in the interests of the service. With the requirements of the office, calculated as shown in the margin, the Committee recommend a staff consisting of:—

Inspector-General of Police.—1 dafadar and 5 peons instead of 7 as at present.

Personal Assistant.—2 instead of 5.

Office.—
1 Mutchi.
3 Peons.
2 Lascars.
1 for sweeping etc.
2 for guarding stores etc., and for Police training school (as before).

17

	Rs.		Rs.
1 Mutchi	10 (as before)	1 Sweeper	6
1 Dafadar	10	2 for guarding etc. (Policemen)	7 each
4 Peons	8 each	—	—
6 Peons	7 „	17	128
2 Lascars	7 „		

Government approve of the proposed scale as suitable, the total increase in cost being Rs. 68 per mensem and they desire that the Inspector-General of Police should take steps to effect a reduction of 16 constables at a cost of Rs. 120 per mensem.

(*c*). *Revenue Commissioner.*—The present strength of the menial staff consists of 20 permanent and 12 temporary men. This is said to be inadequate and proposals for the increase of the establishment by 12 hands at a total increase of Rs. 94 per mensem in cost are pending before Government.

The distribution of the existing hands is reported to be as follows:—

Revenue Commissioner's orderlies	3	Jamadars and dafadars.
	11	Peons.
First Assistant ..	5	do
Second Assistant	4	do
Office .	1	Mutchi.
	1	Dufterband.
	6	Peons.
	1	Lascar.
	32	

The addition to the staff is asked for on the following grounds:—

(1). That when the office was constituted in 1902 the full complement of menial staff was not sanctioned as the then Revenue Commissioner was also a Councillor who had the services of 18 peons.

(2). That when the present 1st Councillor was appointed Revenue Commissioner and Director of Statistics, he had the use of 17 peons from the staff of the General and Revenue Secretariat, though temporarily.

(3). That on the present Revenue Commissioner's representation in June 1906 12 of the temporary hands were allowed to be retained by him in addition to the 20 borne permanently on the office establishment.

(4). That an additional staff of 12 menials is necessary for the reasons given below:—

(*a*) The appointment of a second Assistant Commissioner who should be allowed a sufficient number of peons.

(*b*) The office manager being taken from the Amildar's grade he should be given some orderlies.

(*c*) Increase of clerical establishment by 10 hands recently sanctioned.

(*d*) The seating of the clerks in a large two storeyed building, as well as in temporary sheds in the compound.

(*e*) Increase of lascars required to accompany the Revenue Commissioner in his tours.

(*f*) The necessity for the services of a Brahmin peon on Rs. 7 for supplying water to the officials, as the Comptroller objects to charging the pay of the man to "contingencies."

The increased staff is proposed to be distributed as follows:—

1	Mutchi on Rs. 12	for camp use.
1	Peon on „ 10	for office (additional peon).
4	Peons on „ 7	—2 for Manager, 2 for Manager while in camp.
1	Lascar on „ 9	In addition to the existing one lascar.
1	Do on „ 8	
1	Do on „ 7	
1	Watchman „ 7	For guard as no one can be detailed for this work out of the present staff.
1	Do „ 6	
1	Brahmin peon on Rs. 7	for supplying water.
12		

With due regard to the requirements of the Revenue Commissioner and his establishment and on a comparison of the menial staff allowed to other offices also, Government agree with the Committee that the present staff instead of requiring

General (Miscellaneous), dated 13th May 1908.

any increase is capable of a small reduction and they accordingly sanction the following establishment as quite suitable :—

		Rs.	
1	Mutchi and book-binder	12	
1	Mutchi	10	
1	Dufterbund	8	
1	Jamadar	14	
1	Dafadar	12	
4	Peons	9	each
4	Do	8	,,
13	Do	7	,,
2	Lascars	7	,,
2	Guard and general duties	6 & 7	
30	(besides one sweeper, one scavenger and one gardener whose pay is met out of contingencies).		

This establishment may be distributed as hereunder :—

Revenue Commissioners's office	1 Jamadar. 1 Dafadar. 1 Peon.
Quarters or camp	9 Peons.
	12
2 Assistants' orderlies (office and quarters)	6 Peons.
Office establishment	2 Mutchis. 1 Dufterband. 2 Lascars. 7 Peons.
	for office work and general duties.

7. As regards the menial establishment of the State Geologist consisting of 45 hands the Committee observe that a reduction of at least 6 peons is possible, but no orders are passed at present pending decision of the question of certain other retrenchments in the Department which are under separate consideration.

8. The nett result of the foregoing directions is that out of a total number of 394 menials in the several Head-Quarter offices, 33 menials are brought under reduction with an annual saving of Rs. 2,946, as detailed in the appended statement and abstract. Extracts from the Committee's memorandum and statement showing the distribution of the sanctioned menials will be sent for the information of the officers concerned.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Comptroller.
The Heads of Departments and other officers mentioned in the statement.

Exd.—C.S.

Copy to the Financial Branch for confirmation
B. O.
for Secretary to Govt
Gen. & Rev. Depts

Proceedings of the Government of His Highness the Maharaja of Mysore,

Statement showing the present and the sanctioned scale of mnial establishments of Head-Quarter offices.

Menial establishment

Number	Office	No. of Gazetted officers	No. of clerical establishment	Existing establishment			Sanctioned establishment			Financial result				
										Number		Amount		
				No.	Designation or Rank	Pay	No.	Designation or Rank	Pay	Increase	Decrease	Increase	Decrease	Remarks
						Rs.			Rs.	Rs.	Rs.	Rs.	Rs.	
	Railway Secretariat	1	1 Manager 6 Clerks	1	Mutchi ...	15	1	Head peon ...	8	...	...	..	...	
				1	Dafadar ...	14	3	Peons ...	7	...	...	..	...	
				2	Peons ...	9			...	...	...	...	...	
				1	Peon	7			...	...	...	...	...	
				1	Peon	8			...	...	...	...	...	
				1	Peon	7			..	...	...	...	...	
				1	Water men ...	1-8			...	...	...	...	...	
				8		70-8	4	Total ...	29	...	4	...	41-8	
2	Conservator of Forests	1	1 Manager 12 Clerks	1	Mutchi ...	15	1	Mutchi ...	12	...	...	...	...	
				1	Dufterband ...	10	1	Dufterband ...	10	...	...	...	...	
				1	Jamadar ...	12	1	Dafadar ...	12	...	...	...	...	
				1	Dafadar ...	10	1	Head peon ...	10	...	...	...	...	
				2	Peons	9	3	Peons	8	...	..	...	...	
				3	Peons	8	5	Peons	7	...	...	...	...	
				5	Peons	7	2	Peons	6	...	...	...	...	
				3	Peons	6	2	Lascars ...	7	...	...	...	...	
				2	Lascars ...	7			...	...	...	...	...	
				19		156	16	Total ...	129	...	3	...	27	
3	Inspector Gen. of Registration	1	1 Manager 7 Clerks	1	Mutchi ...	12	1	Mutchi ...	12	...	...	...	..	
				1	Dafadar ...	9	1	Dafadar ...	10	...	...	...	...	
				3	Peons	7	4	Peons	7	...	...	...	...	
				2	Peons	6	...		...	...	...	...	...	
				7		54	6	Total ...	50	...	1	...	4	
4	Chief Court	5	34	1	Mutchi ...	17	1	Mutchi & book binder ...	17	...	...	...	...	
				2	Mutchis ...	14			14	...	...	...	...	
				1	Jamadar ...	17	1	Mutchi ...	12	...	...	...	...	
				1	Dafadar ...	14	1	Mutchi ...	15	...	...	...	...	
				1	Dafadar ...	13	1	Jamadar ...	14	...	...	...	...	
				2	Dafadars ...	12	1	Dafadar ...	13	...	...	...	...	
				1	Dafadar ...	10	1	Dafadar ...	12	...	...	...	...	
				5	Peons	9	2	Dafadars ...	10	...	...	...	...	
				6	Peons	8	1	Dafadar ...	9	...	...	...	...	
				8	Peons	7	5	Peons	8	...	...	...	...	
				15	Peons	6	6	Peons	7	...	...	...	...	
				1	Lascar ...	8	8	Peons	6	...	...	...	...	
				1	Dufterband ...	10	11	Peons	8	...	...	...	...	
				1	Scavengar ...	6	1	Lascar... ...	10	...	...	...	...	
							1	Dufterband ...	6	...	...	...	...	
							1	Scevanger ...						
				46		386	42	Total ...	358	...	4	...	28	
5	Inspector-General of Police	2	1 Manager 11 clerks 1 Temporary	1	Mutchi ...	10	1	Mutchi ...	10	...	...	...	...	
				1	Dafadar ...	10	1	Dafadar ...	10	...	...	...	...	
				2	Dalayats ...	7	4	Peons	8	...	...	...	...	
				2	Dalayats ...	6	6	Peons	7	...	...	...	...	
				2	Lascars ...	7	2	Lascars ...	7	...	...	...	...	
				16	Police constables...	7½	1	Sweeper (peon) ...	6	...	...	...	...	
							2	Police men ...	7	...	...	...	...	
				24		180	17	Total ...	128	...	7	...	52	
6	Muzrai Secretariat	1	1 Manager 7 clerks	1	Mutchi ...	10	1	Mutchi ...	10	...	...	...	...	
				1	Dafadar ...	10	1	Dafadar ...	10	...	...	...	...	
				1	Peon	9	1	Dufterband ...	10	...	...	...	...	
				4	Peons	8	1	Peon	9	...	...	...	...	
				2	Peons	7	2	Peons	8	...	...	...	...	
				2	Peons	6	2	Peons	7	...	...	...	...	
				2	Lascars ...	7	2	Lascars ...	7	...	...	...	...	
				1	Masalchi ...	6	1	Masalchi ...	6	...	...	...	...	
				1	Dufterband ...	10	...		...	...	...	...	...	
				15		117	11	Total ...	89	...	4	...	28	
7	Inam Superintendent	1	6 2 Temporary	1	Dafadar ...	12	1	Dafadar ...	10	...	...	...	...	
				1	Dufterband ...	15	1	Dufterband ...	10	...	...	...	...	
				1	Orderly ...	9	1	Peon	8	...	...	...	...	
				3	Orderlies ...	8	1	Peon	7	...	...	...	...	
				1	Orderly ...	7	1	Lascar... ...	8	...	...	...	...	
				1	Lascar... ...	8	1	Masalchi ...	7	...	...	...	...	
				1	Masalchi ...	7	...		...	...	...	...	...	
				1	Sweeper ...	8	...		...	...	...	...	...	
				10		85	6	Total ...	50	...	4	...	35	

General (Miscellaneous), dated 13th May, 1908.

Revision of the menial establishment of Head Quarter Offices.

	Office	Present No.	Present Cost	Sanctioned No.	Sanctioned Cost	Savings No.	Savings Cost	Remarks
			Rs. a. p.		Rs.		Rs. a. p.	
I	Offices in which reduction of hands with reduction of cost is sanctioned—							
	1. Railway Secretariat ...	8	70 8 0	4	29	4	41 8 0	
	2. Conservator of Forests ...	19	156 0 0	16	129	3	27 0 0	
	3. Inspector-General of Registration	7	54 0 0	6	50	1	4 0 0	
	4. Chief Court	46	386 0 0	42	358	4	28 0 0	
	5. Inspector-General of Police.	24	180 0 0	17	128	7	52 0 0	
	6. Muzrai Secretariat ...	15	117 0 0	11	89	4	28 0 0	
	7. Inam Superintendent ...	10	85 0 0	6	50	4	35 0 0	
	8. Chief Commandant ...	15	117 0 0	12	97	3	20 0 0	
	9. Excise Commissioner ...	19	143 0 0	16	125	3	18 0 0	
	10. Revenue Commissioner ...	32	252 0 0	30	242	2	10 0 0	
	Total ...	195	1,560 8 0	160	1,297	35	263 8 0	Decrease.
II	Offices in which the menial establishment is increased—							
	11. Inspector-General of Education	12	89 0 0	13	97	1 (—)	8 0 0	(—) Increase.
	12. Senior Surgeon... ...	10	77 0 0	11	87	1 (—)	10 0 0	(—) "
	Total ...	22	166 0 0	24	184	2	18 0 0	(—) "
III	Offices in which the menial establishment is revised with no increase of cost—							
	13. Military Assistant ...	10	82 0 0	10	82			
	14. Comptroller (Civil) ...	31	247 0 0	31	247			
IV	Offices the menial establishment of which is not revised—							
	15. Public Works Secretariat.	14	124 0 0	14	124			
	16. Comptroller, (Public Works and Railways) ...	12	92 0 0	12	92			
	17. Superintending Engineers	22	156 0 0	22	156			
	18. Government Museum ...	6	46 0 0	6	46			
	19. Inspector-General of Prisons	3	23 0 0	3	23			
	20. Victoria Hospital ...	8	58 0 0	8	58			
	21. Superintendent, Government Gardens ...	4	31 0 0	4	31			
	22. State Geologist... ...	45	311 0 0	45	311			
	23. Superintendent, Revenue Survey	11	.....	11	...			
	24. Private and Assistant Private Secretaries to His Highness the Maharaja ...	9	90 0 0	9	90			
	25. Health Department (peons attached to the Deputy Sanitary Commissioner)..	2	14 0 0	2	14			
	Total ...	394	.....	361	...	33	245 8 0	Net savings per mensem.

or Rs. 245½ × 12 = 2946 per annum.

1907-08

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 13th May 1908

No. G. 6620-45 / G. M. 236-07-1

Passing orders regarding the revision of the menial establishments attached to the several Head-Quarter offices.

GPB—30-5-08—500